

RETURN TO	U.S. Census Bureau 1201 East 10th Street Jeffersonville, IN 47132-0001	FORM E-5 (1-23-2002)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU
		2002 CENSUS OF GOVERNMENTS SURVEY OF GOVERNMENT EMPLOYMENT MARCH 2002 – MUNICIPALITIES AND TOWNSHIPS	

In correspondence pertaining to this report, please refer to the Census File Number above your address

(Please correct any error in name, address, and ZIP Code)

Data supplied by	Name				Title	
	Telephone			FAX		E-MAIL
	Area code	Number	Extension	Area code	Number	

FROM THE ACTING DIRECTOR
U.S. CENSUS BUREAU

We are requesting your help with the 2002 Census of Governments, Survey of Government Employment. Through this voluntary survey, authorized by Title 13, United States Code, Section 182, we collect data on state and local government employment and payrolls for one pay period in March of each year.

Results of this survey provide the only source of nationwide comprehensive information on this subject. The U.S. Congress, federal agencies, state and local governments, educational and research organizations, and the general public use these results. Some major uses include:

- 1. Development of the government purchases of goods and services component of the gross domestic product.
- 2. Development of the national income accounts.
- 3. Development of personal income figures for states and county areas.
- 4. Allocation of certain federal grant funds.
- 5. Legislative research.
- 6. Wage and salary negotiations by state and local governments.
- 7. Comparative studies of employment by function and by state and local governments.

Please help us by completing this form with information from your agency's payroll record(s) and returning the addressed copy in the enclosed envelope (within three weeks, if possible). **We request that you retain a photocopy of the completed reply for your records.** Prompt and accurate completion of this form will save further effort and correspondence.

If you have any questions, please call the U.S. Census Bureau's Governments Division on 1-800-832-2839. Thank you for your cooperation in this voluntary survey. The Census Bureau appreciates your help.

Sincerely,

William G. Barron, Jr.

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Enclosures

NOTE Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 15 minutes to 15 hours per response, with an average of 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0452" as the subject.

GENERAL INSTRUCTIONS AND DEFINITIONS

Please report figures covering **all departments and agencies** (except any school system employment and payrolls) of the government named in the address label and return the addressed copy of this form as promptly as possible.

If your office records do not contain all the information requested, please obtain the figures from other agencies for inclusion in this report. If you cannot supply entirely comprehensive data, list in the remarks section at the end of this questionnaire any agencies of your government that are not included.

EMPLOYEES — Persons paid for personal services performed in the indicated pay period, including any persons in a paid leave status. **Include** officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. Employees who have multiple responsibilities should be reported only once at the functional classification which is their primary responsibility. For example, employees in city or county clerk offices may have financial administration, central administration, and judicial responsibility; these employees and their total gross pay should be reported only at the one activity which accounts for most of their time. **Exclude** school system employees, employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

FULL-TIME EMPLOYEES — Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** full-time temporary or seasonal employees who are working the number of hours that represent full-time employment.

PART-TIME EMPLOYEES — Persons employed on a part-time basis during the designated pay period. **Include** those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during the pay period.

EMPLOYEES IN FEDERALLY FUNDED PROGRAMS — Persons paid from Federal grant funds should be reported as employees of this government. Report these employees and their pay in the appropriate functional classification.

PAYROLL (GROSS BEFORE DEDUCTIONS) — Salaries, wages, fees, or commissions earned during (applicable to) the pay period(s) which includes March 12, 2002. **Include** overtime, premium, and night differential pay. **Include** bonus and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees. If some employees are on a different pay interval from the majority, please report their payroll and any part-time hours separately as indicated in the **Special Instructions for Part III** on page 4.

PART-TIME HOURS PAID — Total hours actually paid during pay period for all persons working less than the number of hours that represents full-time employment. **Include an estimate** of hours worked during pay period for part-time employees and officials not compensated on an hourly basis.

IF EXACT FIGURES ARE NOT AVAILABLE, ENTER ESTIMATES AND MARK WITH AN ASTERISK.

<div>Part I</div> <div>PAY INTERVAL</div> <div>How frequently are employees of this government paid for their services?</div> <div><div><div>1. Full-time employees (all or most) Mark (X) ONE box only</div><div>A <input type="checkbox"/> Monthly</div><div>B <input type="checkbox"/> Twice a month</div><div>C <input type="checkbox"/> Each two weeks</div></div><div><div>2. Part-time employees (all or most) Mark (X) ONE box only</div><div>A <input type="checkbox"/> Monthly</div><div>B <input type="checkbox"/> Twice a month</div><div>C <input type="checkbox"/> Each two weeks</div></div><div><div>CENSUS USE ONLY</div><div></div><div></div></div></div>					
<div>Part II</div> <div>STANDARD WEEKLY HOURS</div> <div><div>What is the average or standard number of weekly hours of work for the MAJORITY of your government's full-time employees?</div><div><div>Mark (X) ONE box only</div><div>A <input type="checkbox"/> 39 hours or more</div><div>B <input type="checkbox"/> 37.5 to 38.9 hours</div><div>C <input type="checkbox"/> 34 to 37.4 hours</div></div><div><div>D <input type="checkbox"/> 32 to 33.9 hours</div><div>E <input type="checkbox"/> 30 to 31.9 hours</div></div><div>CENSUS USE ONLY</div></div>					
<div>Part III</div> <div>EMPLOYEES, PAYROLL, AND PART-TIME HOURS</div> <div>Report data for the ONE PAY PERIOD which includes March 12, 2002. Do not report fiscal year payrolls.</div>					
Function		Full-time employees		Part-time employees	
Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported at "streets and highways." A person working in more than one of the following categories should be reported only once – in the area of primary responsibility.		Number	Payroll amount for pay period marked in part I (Omit cents)	Number	Payroll amount for pay period marked in part I (Omit cents)
		(a)	(b)	(c)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)
TOTAL – Sum of items 1 through 16					
A. GENERAL GOVERNMENTAL ADMINISTRATION		023			
1. Financial administration – Treasurer’s office, auditor’s or comptroller’s office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, data processing, and similar financial administration.					
2. Central administration – Council, board of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; central personnel agency; and central planning agency. Exclude financial activities reported in item 1 and judicial/legal activities reported in item 3.		029			
3. Judicial and legal – All court and court related activities, court activities of sheriff’s office (e.g., bailiffs, process servers), prosecuting attorney’s and public defender’s offices, legal departments and attorneys providing government-wide legal services. Exclude private attorneys on retainer and court appointed attorneys.		025			
B. PUBLIC SAFETY	a. Persons with power of arrest – Report only police employees here. Report other employees with power of arrest at correction, judicial, etc.	062			
	b. Other employees – All police protection employees not included in item 4a.	162			
	c. TOTAL – Sum of items 4a and 4b				
5. Fire protection – Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report separately identifiable rescue squad and emergency medical services in item 8.	a. Firefighters – Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.	024			
	b. Other employees – All fire protection employees not included in item 5a.	124			
	c. TOTAL – Sum of items 5a and 5b				
C. TRANSPORTATION		044			
6. Streets and highways – Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. Include engineering activities and traffic signal maintenance. Street cleaning and sewer employees should be reported in items 10 and 11.					

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS — Continued					
Function <i>Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported at "streets and highways."</i> <i>A person working in more than one of the following categories should be reported only once – in the area of primary responsibility.</i>	Full-time employees		Part-time employees		
	Number (a)	Payroll amount for pay period marked in part I (Omit cents) (b)	Number (c)	Payroll amount for pay period marked in part I (Omit cents) (d)	Total paid part-time hours for amount reported in column (d) <i>Estimate if unknown</i> (Omit fractions) (e)
D. SOCIAL SERVICES AND INCOME MAINTENANCE	079				
7. Public welfare – Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, social workers. <i>Hospital employees should be reported in item 9.</i>					
8. Health – Public health services, emergency medical services, mental health, alcohol and drug abuse, out-patient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities (e.g., pollution control), etc.	032				
9. Hospitals – Institutions for in-patient medical care. Include all paid student help. <i>Nursing home and welfare institution employees should be reported in item 7.</i>	036				
E. ENVIRONMENT AND HOUSING	081				
10. Solid waste management – Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.					
11. Sewers and sewage disposal – Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Water supply employees should be reported in item 13.</i>	080				
12. Parks and recreation – Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	061				
F. UTILITIES	091				
13. Water supply system – Public water supply system operated by your government.					
14. Electric power system – Public electric power supply or distribution system operated by your government.	092				
G. OTHER ACTIVITIES	052				
15. Libraries – Public libraries operated by your government. <i>Report law libraries in item 3.</i>					
16. All other – All employees of your government and its agencies not reported above, except for any school system employees, and payrolls. <i>Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not covered elsewhere.</i>	089				
TOTAL all other →					
<i>List the major activities included in TOTAL all other ↴</i>					
a.					
b.					
c.					
d.					

1. Report separately in part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part I, PAY INTERVAL.

Enter code A, B, C, D, or E next to payroll and part-time hours amounts to indicate applicable pay interval. For example:

Part I	PAY INTERVAL
<p>How frequently are employees of this agency paid for their services?</p>	
<p>1. Full-time employees (all or most) <i>Mark (X) ONE box only</i></p> <p>A <input type="checkbox"/> Monthly</p> <p>B <input checked="" type="checkbox"/> Twice a month</p> <p>C <input type="checkbox"/> Each 2 weeks</p>	<p>2. Part-time employees (all or most) <i>Mark (X) ONE box only</i></p> <p>A <input type="checkbox"/> Monthly</p> <p>B <input checked="" type="checkbox"/> Twice a month</p> <p>C <input type="checkbox"/> Each 2 weeks</p>
<p style="text-align: right;">D <input type="checkbox"/> Weekly</p> <p style="text-align: right;">E <input type="checkbox"/> Other — <i>Specify</i> _____</p>	<p style="text-align: right;">D <input type="checkbox"/> Weekly</p> <p style="text-align: right;">E <input type="checkbox"/> Other — <i>Specify</i> <u>Annually</u></p>

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS				
Full-time employees		Part-time employees		
Number	Payroll amount for pay period marked in part I (Omit cents)	Number	Payroll amount for pay period marked in part I (Omit cents)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)
(a)	(b)	(c)	(d)	(e)
018 2	2100	1	250	44
1	200 (D)	2	200 (D)	30 (D)
3	3275	5	375 (E)	60 (E)

Employees and payroll amounts reported for pay intervals marked (X) in part I above.

Payroll and hours amounts for an interval different from the one reported in part I.

Enter A, B, C, D, or E to indicate the pay interval.

II. CLASSIFICATION OF CERTAIN COUNTY GOVERNMENT EMPLOYEES

County governments should apply the following instructions when completing part III:

- **Sheriff's office employees** — In addition to reporting employees and payrolls in item 4, "Police protection," court bailiffs and any other court employees should be reported in item 3, "Judicial and legal."
- **Fee offices** — Include employees of fee offices in item 1, "Financial administration." If information on fee office employees and payrolls is not available, please note and list the fee offices in the "Remarks" section at the end of the form.
- **Education employees** — Exclude any school system employees and payrolls from this form. Include any county supervision of public school districts in item 16, "All other."

BEFORE RETURNING THE QUESTIONNAIRE, PLEASE CHECK THAT YOU:

- Indicate in part I the length or frequency of your pay period.
- Indicate in part II the standard weekly hours of work for **most** full-time employees.
- Report in part III gross payroll amounts for just the **one** pay period (monthly, weekly, etc.) which included March 12, 2002.
- Include all current employees whether paid from the "general fund" or special funds.
- Include all gross salaries and wages, regardless of the source of funds or how earned.
- Include all paid elected or appointed officials.
- Include total paid hours of work for part-time employees in part III, column (e). **If actual hours are unknown, please enter an estimate.**

SPECIAL CAUTIONS:

- Do not report cumulative salaries since the beginning of the calendar or fiscal year.
- Do not report payroll amounts from last fiscal year.
- Do not report in part III the **employer** costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.
- If you have multiple payrolls of different frequencies, please use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** above.
- If you are unable to supply any of the information requested in part III, please list in "Remarks" the source(s) of the missing information (including address and telephone number).
- Complete the "Data supplied by" box on the front of the form and return the completed questionnaire in the envelope provided. Please retain a copy for your records.

Remarks — Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.